

Contact HR Consultant for CV No: 342379

E-mail: response@gulfjobseekers.com

Website:<http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

**CAREER VISION**

To be a resourceful corporate intellect able to exceptionally and strategically drive Organizational Development objectives through applied learning and connected thinking for the benefit of a corporate strategy. Aspire to gain as much practical appreciation as possible and create a future that will benefit any organization worked for in the nation of Zimbabwe and the International community at large.

**SKILLS AND PERSONALITY**

* Excellent command of English language
* Good analytical and arithmetic problem solving skills
* Ability to grasp and learn new concepts
* Goal orientated
* Able to work with very minimal supervision
* Tenacious and motivated individual who always seeks to achieve the best
* Able to work under pressure and meet demanding deadlines
* Ability to adjust well to new environments
* Excellent leadership skills
* Excellent Computer Skills( word, excel, power point, pastel and sage X3)

**ACADEMIC AND PROFESSIONAL QUALIFICATIONS SUMMARY**

* 7“O” Levels (St. Georges College Harare) including Maths and English
* 3 **“**A” Levels (St. Georges College Harare)
* **2012**

 **L.C.C.I Diploma (Marketing)**

 **Subjects**: Marketing

 Public Relations

 Internet Marketing

 Selling and Sales Management

* **2013 - 2016**

 **Bachelor of Commerce Accounting Honours Degree**

 **Midlands State University (Zimbabwe)**

 **Classification: 2.1**

**Certificates**

* Mental Health First Aid Course

**Work Experience**

***Nokia Zimbabwe : February 2008 - November 2008***

***Position Held : Sales Representative/Data Capturer***

***Reason for Leaving : To further Studies***

**Duties**

* Selling of Phones to Customers
* Keeping account of stock
* Preparing sales report at the end of each day
* Capturing data for job cards for phones that required repairs
* Marketing and selling phones to Corporations

***Spar Distribution Centre : February 2015- February 2016***

***Position Held : Industrial Attaché Finance Department***

***Reason for Leaving : Complete Undergraduate Degree***

**Duties:**

* Preparation of creditors and debtors reconciliation statements
* Computation of VAT returns for tax purposes
* Capturing and inputting supplier invoices into the company information system(SAGE X3)
* Liaise with creditors and debtors regarding payments and queries on reconciliation statements
* Preparation of payments for creditors
* To assist in the preparation of financial statements at year end and monthly packs